

Department of Accounts Training Programs User's Guide

April 2005

Table of Contents

| | |
|--|-----------|
| DOA TRAINING PROGRAMS OVERVIEW | 1 |
| APPLICATION SECURITY LEVELS..... | 3 |
| ACCESSING DOA TRAINING PROGRAMS | 4 |
| FORGOT ID/PASSWORD | 7 |
| CONTACT US..... | 10 |
| BROADCAST MESSAGES..... | 11 |
| MAIN MENU..... | 12 |
| MAIN MENU – SELECTING MY COURSES OPTION..... | 13 |
| MAIN MENU – SELECTING TRAINING SCHEDULE OPTION..... | 14 |
| MAIN MENU – SELECTING PERSONAL OPTIONS..... | 16 |

DOA Training Programs Overview

Introduction The Department of Accounts (DOA) has developed a web-based system to automate the process of registering for DOA Training Programs. The Training Schedule lists available classes offered by the Department of Accounts. Students can self register for these classes using the DOA Training Programs website at <https://secure.doa.virginia.gov/hrtraining/>.

The **DOA Training Programs** system has been designed to be as user-friendly as possible and requires little intervention from outside resources. However, DOA realizes there may be some functions individuals may need assistance with and has developed this Guide to aid students.

Training Program Features

DOA Training Programs provides Commonwealth of Virginia agency personnel the means to:

- Register directly for a class.
 - The ability to cancel a class online if you cannot attend.
 - Maintains a history of classes you have attended and is available to you for viewing and/or printing.
 - Help pages at your fingertips throughout the **DOA Training Programs** website.
-

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DOA Training Programs Overview, Continued

Database Security

State-of-the-art security features are provided to maintain confidentiality of report information.

- **Application Security** - requires a Logon ID and password for system access.
 - **Secure Socket Layer - SSL** - uses a 128-bit encryption routine to protect the data as it travels back and forth over the Internet.
 - **Encrypted File System - EFS** - is an operating system feature that protects sensitive data and prevents unauthorized access to the file directory.
-

Access Requirements

- Browser must be enabled for Java Script.
 - Browser must be enabled for Cookies.
 - Browser must be enabled for Secure Socket Layer (SSL) Security (128-bit version).
 - If connecting to the site from behind a firewall or proxy server, it must allow SSL (port 443) communication.
 - **Internet Explorer** browser, version 4.0 or higher.
 - Designed to be viewed at a screen resolution of 800 by 600 or greater, with a minimum of 256 colors.
 - Connection speed of 56k modem (or higher) is highly recommended.
-

Web Address <https://secure.doa.state.va.us/hrtraining/>

Application Security Levels

Security Levels

The **DOA Training Programs** system has two levels of application security.

- *Systems Administrator* - DOA application specific personnel who perform administrative duties and is responsible for the maintenance of the system.
- *Students/User* – Students/Users who utilizes the Training system to register, cancel and/or view courses offered by the Department of Accounts.

Individual Accounts

Students can obtain a ID and password to enter the system by using the New Account link located on the DOA Training Programs website.

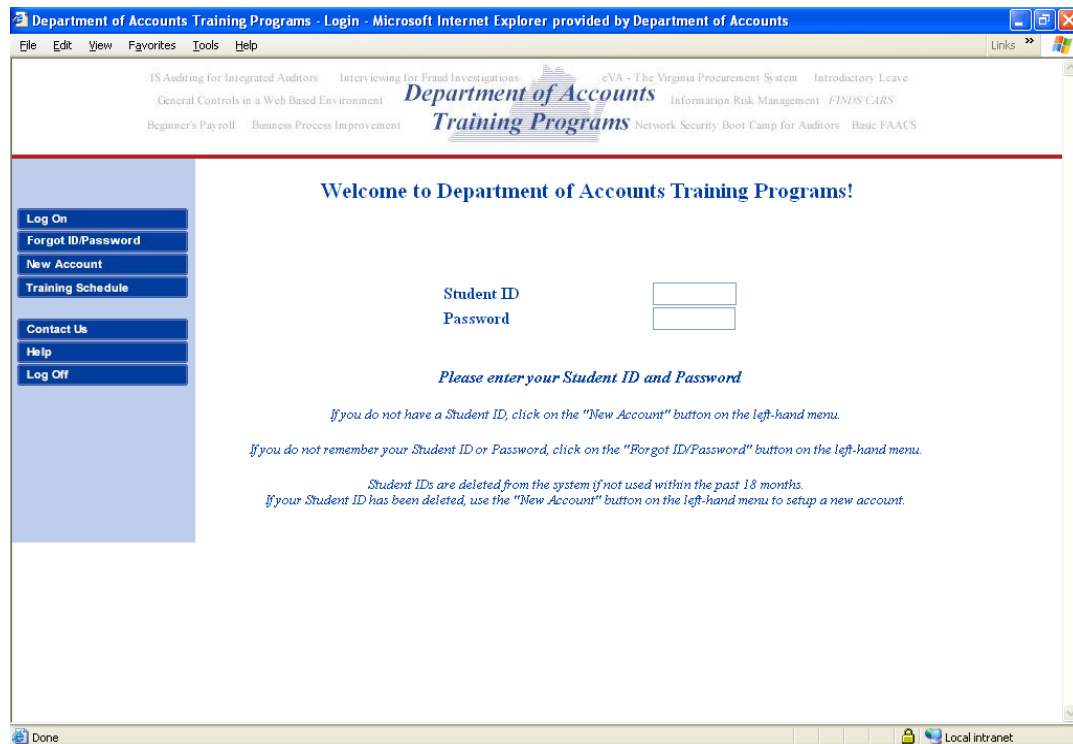


Accessing DOA Training Programs

Logon with ID/Password

The employee enters his Logon Id and password and clicks on the **Logon** button.

| Step | Action |
|---|---|
| 1 | Enter Student ID. If you do not already have a Student ID, click on the New Account button on the left-hand menu and one will be created for you. |
| 2 | Enter the User Password |
| 3 | Click on the Logon button. |
| If a correct ID/Password is entered, the <i>Broadcast Messages</i> page displays. | |



Continued on next page

Accessing DOA Training Programs, Continued

Navigation

Navigation buttons located in the left-hand margin of the page link the user to other **Training Programs** pages or perform requested functions as described below.

| BUTTON | DESCRIPTION |
|--------------------|--|
| Log On | Initiates the logon process for DOA Training Programs website with entry of a valid Student ID and Password. |
| Forgot ID/Password | Links user to the <i>Forgot ID/Password</i> page where user can view their previously stored hint or receive an email to their previously stored email address providing their Student ID and Password. Note: The email address must match a previously stored email address. |
| New Account | New students are required to fill out the New Account page in order to gain access to the DOA Training Programs application. If you have not registered for a previous class or have not used the Training Programs application within the past 18 months or more, you will have to establish a new Student ID and Password. |
| Training Schedule | The Training Schedule page displays all courses offered by the Department of Accounts. Students can register by clicking on the [Register] link or sign up to be on the Waiting List if the class is full [Waiting List]. |
| Contact Us | Allows the user to send an email with suggestions and/or questions to DOA. |
| Help | All pages of the DOA Training Programs supply a Help button to provide additional information. |

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Accessing DOA Training Programs, Continued

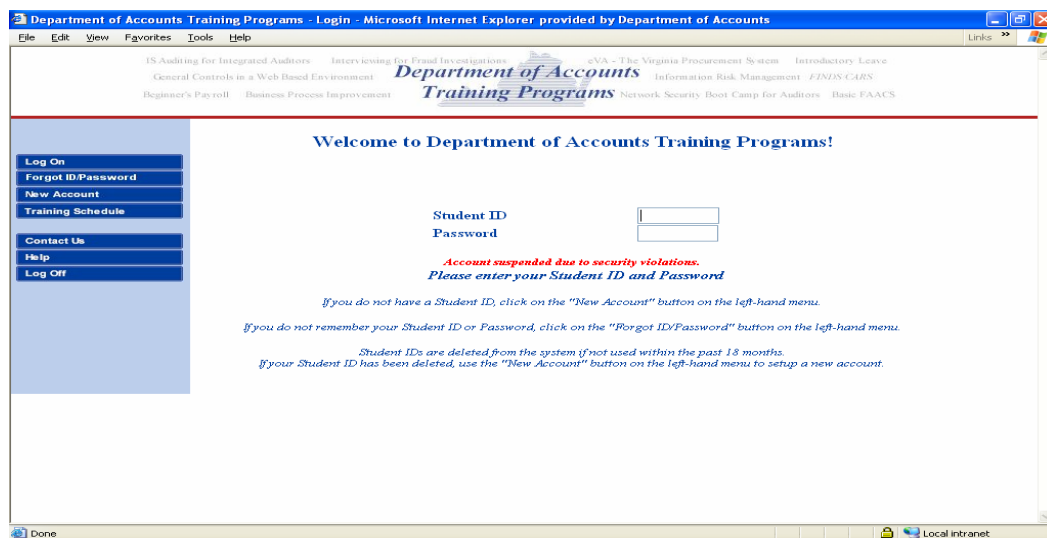
Invalid Log On

If an invalid Student ID and/or Password is entered, the error message "Invalid ID" is displayed.



Suspended Account

After 5 (five) failed logon attempts the following message is displayed "ACCOUNT SUSPENDED DUE TO SECURITY VIOLATIONS. Violations can only be cleared by a DOA Systems Administrator. Send an email to Training@doa.virginia.gov or use the Contact Us link to request the violations be cleared.



Forgot ID/Password

Forgot ID/Password

If a student has forgotten their assigned Student ID and/or Password, they click on the **Forgot ID/Password** button. If you entered your Student ID but not the password, you will be linked to the *Forgot Student ID/Password* page where a previously recorded “hint” is provided to help you remember your password. Or, enter your previously stored email address and have your Student ID and password sent to that email address.

Department of Accounts Training Programs - Forgot ID/Password - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help Links »

[IS Auditing for Integrated Auditors](#)
[Interviewing for Fraud Investigations](#)
[eVA - The Virginia Procurement System](#)
[Introductory Leave](#)
[General Controls in a Web Based Environment](#)
[Department of Accounts Training Programs](#)
[Information Risk Management](#)
[FINIS CARS](#)
[Beginner's Payroll](#)
[Business Process Improvement](#)
[Network Security Boot Camp for Auditors](#)
[Basic FAACS](#)

Forgot ID/Password

Log On

Contact Us

Help

Your previously stored hint is:
address name

Email Student ID/Password?
Match the email address entered in your security record and have your Student ID and Password sent to that address.

Enter Email Address:

Send Email

https://nt-cf/cfdevverna/hrtraining/ Local intranet

Continued on next page

Forgot ID/Password, Continued

Forgot ID/Password (continued)

If you do not enter a Student ID and click the Forgot ID/Password button, enter in your previously stored email address to have the Student ID and Password sent to that email address. The email address entered on this page **MUST** match that which was previously stored.

Department of Accounts Training Programs - Forgot ID/Password - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help Links »

[IS Auditing for Integrated Auditors](#)
 [Interviewing for Fraud Investigations](#)
 [eVA - The Virginia Procurement System](#)
 [Introductory Leave](#)
[General Controls in a Web Based Environment](#)
Department of Accounts
[Information Risk Management](#)
[FINIS CARS](#)
[Beginner's Payroll](#)
[Business Process Improvement](#)
Training Programs
[Network Security](#)
[Boot Camp for Auditors](#)
[Basic FAACS](#)

Forgot ID/Password

Log On

Contact Us

Help

Email Student ID/Password?

Match the email address entered in your security record and have your Student ID and Password sent to that address.

Enter Email Address:

Send Email

Error on page. Local intranet

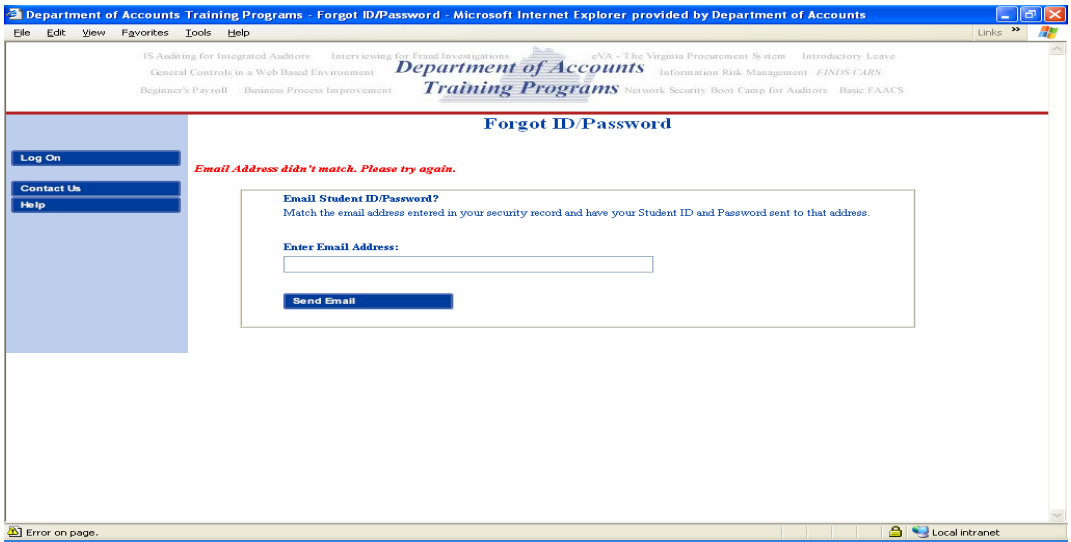
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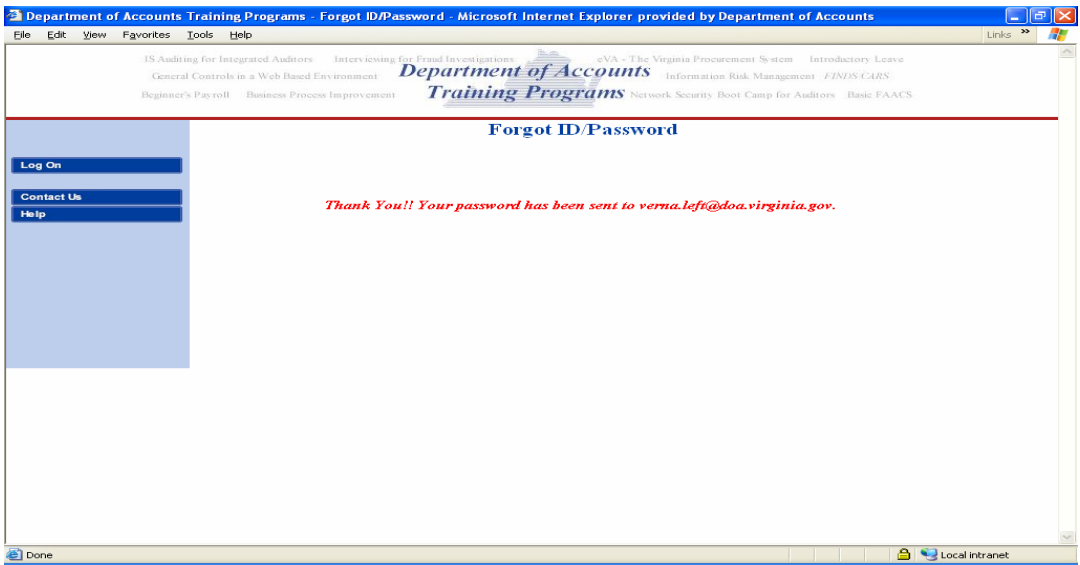
Forgot ID/Password, Continued

Forgot ID/Password (continued)

If the emailed entered does not match the previously stored email address, the message "Email Address didn't match. Please try again." is displayed.



If a matching email address is entered, **Accounts Receivable** provides a confirmation message.



Continued on next page



Contact Us

Contact Us

Selecting the Contact Us link will present the opportunity for a student to communicate with DOA. Use this link to ask questions or submit comments about the Training Programs application. A DOA employee will respond to your email.

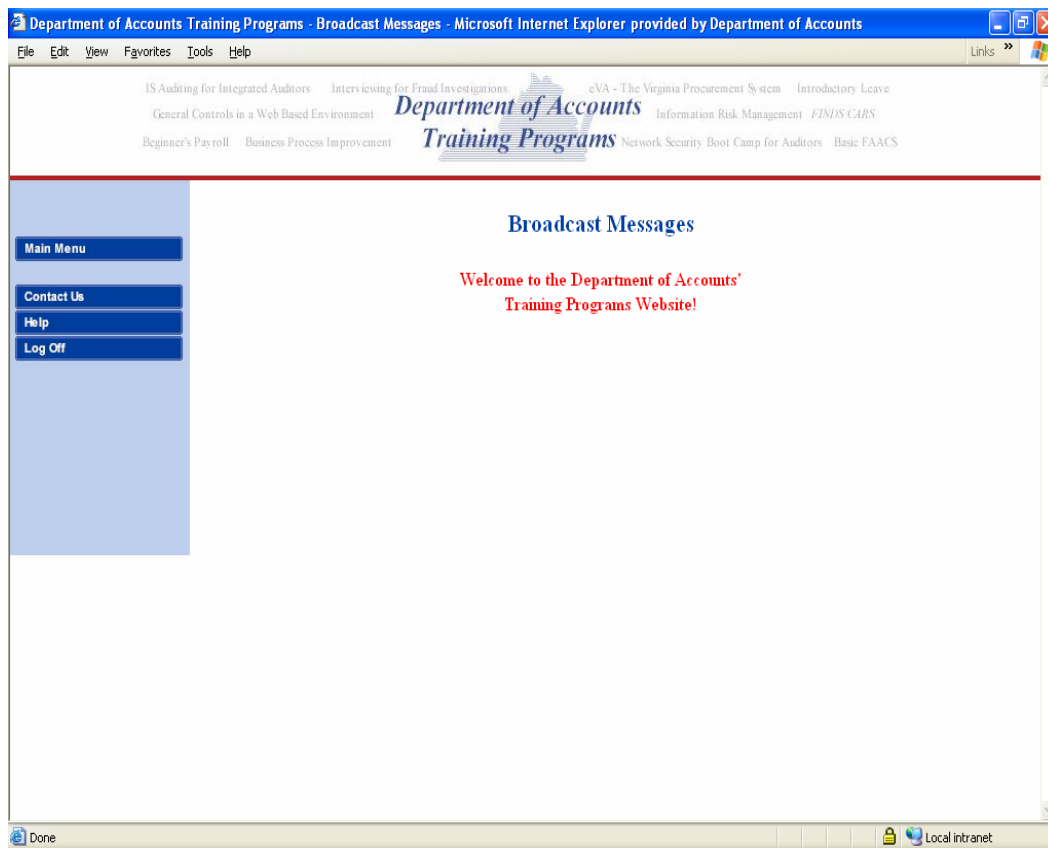
A screenshot of a web browser window titled "Department of Accounts Training Programs - Contact Us - Microsoft Internet Explorer provided by Department of Accounts". The browser's address bar shows "Links". The page content includes a navigation menu at the top with links to various training programs. The main heading is "Contact Us". Below this, a message states: "If you have questions regarding the accuracy of the data or general navigation of this site, please submit this e-mail or contact the Human Resources Training Office at 804-225-3181." The form contains a "Category:" section with three radio buttons: "Technical Difficulty", "Enhancements/Suggestions", and "Other". Below this is a "Comments:" section with a text area and a note "(Up to 500 characters)". At the bottom is an "E-Mail Address:" section with a text input field. A red error message below the email field reads: "Please verify your E-Mail Address! We will not be able to contact you without a valid address." On the left side of the page, there is a vertical menu with buttons for "Submit", "Cancel", "Help", and "Log Off". The browser's status bar at the bottom shows "Done" and "Local intranet".

Broadcast Messages

Broadcast and Special Messages

A successful Login brings the student to the **Broadcast Messages** page. This page is used to communicate to the users information from DOA pertaining to the Training Programs application. Periodically, a Special Message may be broadcasted to students. When a Special Message occurs, users should click on the Special Message option from the left menu. Users will have the option to save or delete the Special Message.

From Broadcast Messages you have the option to choose **Main Menu**. Clicking on this button will take to the main menu of the application.

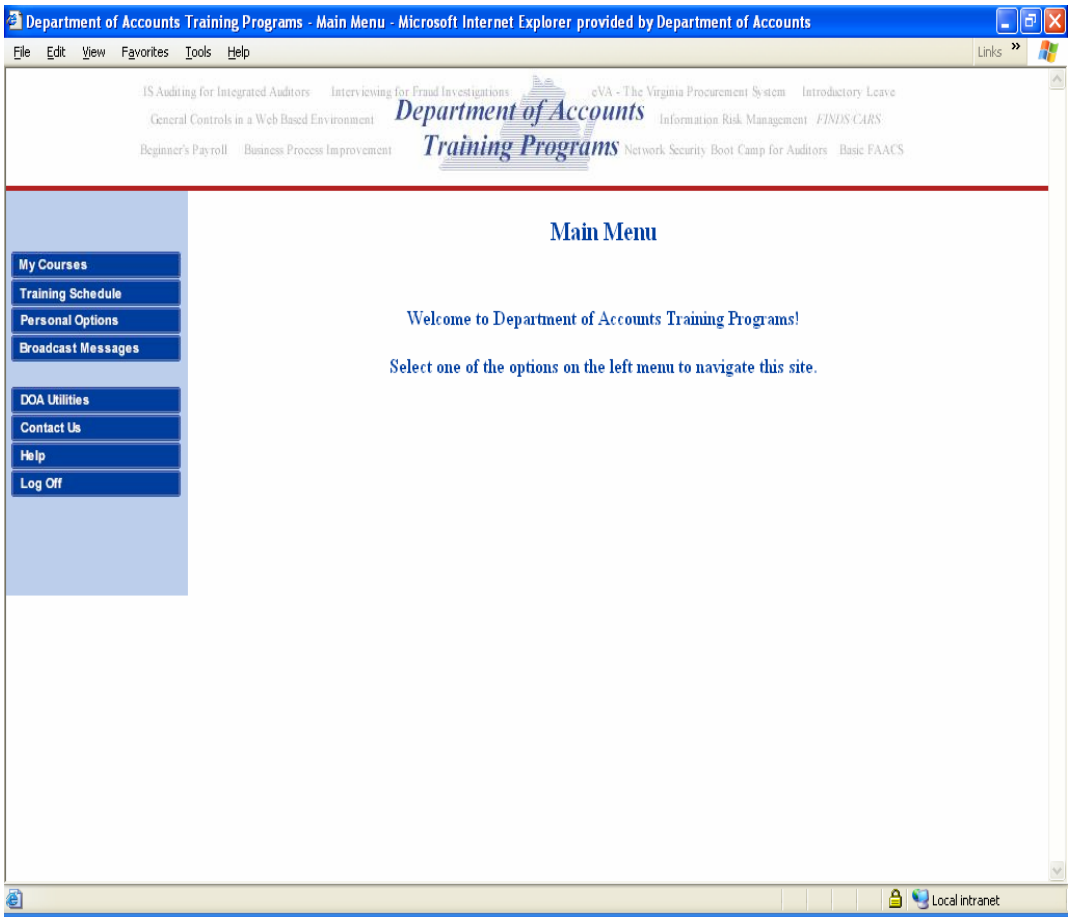




Main Menu

Main Menu Options

From the Main Menu page, select one of the options from the left-hand menu. Each option is described in the following topics individually.



Main Menu – Selecting My Courses Option

Student Training Schedule

By selecting the My Courses option from the Main Menu, the user will be linked to the Student Training Schedule. This page will display the Training Courses that you are either registered for, have cancelled or completed. If you need to withdraw from a class, click on the Withdraw link and you will have the option to withdraw from the class.

Department of Accounts Training Programs - Training Schedule - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help Links »

IS Auditing for Integrated Auditors Interviewing for Fraud Investigations eVA - The Virginia Procurement System Introductory Leave
 General Controls in a Web Based Environment **Department of Accounts** Information Risk Management *FINDS CARS*
 Beginner's Payroll Business Process Improvement **Training Programs** Network Security Boot Camp for Auditors Basic FAACS

Student Training Schedule
 Wednesday, April 27, 2005

| | | | |
|----------------------|------------------------------------|---|------|
| Main Menu | [Withdraw] | <u>Proprietary Fund Agencies-Dir 2-05, Financial Statement Prep. for State Agencies</u> | Open |
| | | Instructor(s): <u>James (Jamie) G Motley (Department of Accounts)</u> AND <u>Sharon H Lawrence (Department of Accounts)</u> | |
| | | Dates: 05/17/2005 - 05/17/2005 | |
| | | Time: 9:00 AM to 2:00 PM | |
| DOA Utilities | | Location: Monroe Building, First Floor, Conference Rooms D&E | |
| | | Cost: \$ 0.00 | |
| | Cancelled by Student on 04/21/2005 | <u>Waiting Test</u> | Full |
| | | Instructor(s): <u>Verna Left (Department of Accounts)</u> | |
| Contact Us | | Dates: 03/22/2005 - 03/23/2005 | |
| | | Time: 8:00 - 5:00 | |
| | | Location: DOA | |
| | | Cost: \$ 100.00 | |
| Help | | More Information: <u>verna.left@doa.virginia.gov</u> | |
| | Cancelled by Student on 04/26/2005 | <u>Test Course</u> | Open |
| | | Instructor(s): <u>Verna Left (Department of Accounts)</u> | |
| | | Dates: 04/26/2005 - 04/30/2005 | |
| Log Off | | Time: 10:30 - 11:30 | |
| | | Location: DOA Training Room | |
| | | Cost: \$ 50.00 | |
| | | More Information: <u>verna.left@doa.virginia.gov</u> | |

https://int-cf/cfdevverna/hrtraining/verna.left@doa.virginia.gov Local intranet

Main Menu – Selecting Training Schedule Option

Training Schedule

By selecting the Training Schedule option from the Main Menu, the user will be linked to DOA's Training Schedule. This page will display the Training Courses that you are available for a student to register for an upcoming class. Click on the Register button next to the course you want to attend and the Registration Form will be displayed.

Department of Accounts Training Programs - Schedule
Wednesday, April 27, 2005

| Course Title | Status |
|--|--------|
| [Register] Proprietary Fund Agencies-Dir 2-05, Financial Statement Prep. for State Agencies | Open |
| Instructor(s): James (Jamie) G Motley (Department of Accounts) AND Sharon H Lawrence (Department of Accounts) Dates: 05/17/2005 - 05/17/2005 Time: 9:00 AM to 2:00 PM Location: Monroe Building, First Floor, Conference Rooms D&E Cost: \$ 0.00 | |
| [Register] Wireless Security | Open |
| Instructor(s): Greg Kent (SecureIT) Dates: 05/18/2005 - 05/18/2005 Time: 8:15 - 5:00 Location: James Monroe Building - PDS Room #4 Cost: \$ 185.00 More Information: www.secureIT.com | |
| [Waiting List] Fiscal Officer Training, Session 2, May 25-26, 2005 - 8:30-5:00 | Full |
| Instructor(s): DOA Staff Members (Department of Accounts) Dates: 05/25/2005 - 05/26/2005 Time: 8:30 AM - 5:00 PM Location: Monroe Bldg, Mezzanine, DHRM Training Ctr #2 (PDS) Cost: \$ 0.00 | |
| [Register] Proprietary Fund Agencies, Dir. 2-05, Financial Statement Prep. for State Agencies | Open |
| Instructor(s): James (Jamie) G Motley (Department of Accounts) AND Sharon H Lawrence (Department of Accounts) Dates: 05/31/2005 - 05/31/2005 | |

Local intranet



Main Menu – Selecting Training Schedule Option, Continued

Registration Form

If you clicked on the Register link, the Registration Form will be displayed with your personal data filled in for you. Scroll through the Registration Form filling in any requested information and then click on the Submit button on the left-hand menu. Clicking on the Cancel button will void the process and you will not be registered in the class.

Department of Accounts Training Programs - Registration - Microsoft Internet Explorer provided by Department of Accounts

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 General Controls in a Web Based Environment **Department of Accounts** Information Risk Management FINIS CARS
 Beginner's Payroll Business Process Improvement **Training Programs** Network Security Boot Camp for Auditors Basic FAACS

Registration Form

Highlighted fields are required

Submit
Cancel
Main Menu
DOA Utilities
Contact Us
Help
Log Off

Course Wireless Security **Course date:** 05/18/2005 - 05/18/2005
Instructor Name(s) Greg Kent (SecureIT) **Middle Name**
First Name Verna **Suffix**
Last Name Left
Title Applications Programmer
Agency Department of Accounts (151)
Unit N/A
Address
 Street 1 101 North 14th Street - J
 Street 2 Second Floor
 City Richmond State VA
 Zip 23219
Phone Number 804-225-3069 **Fax Number** 804-786-2095
E-mail Address verna.left@doa.virginia.gov
Level of experience in subject matter Basic
Years of Experience 0-2
What do you expect to get out of this class? (150 Characters) N/A
How does this program relate to your job duties? (150 Characters) N/A
Reason/Objectives for taking this class? (150 Characters) N/A

Done Local intranet

If you clicked on the Submit button, the following message will be displayed.

Department of Accounts Training Programs - Registration - Microsoft Internet Explorer provided by Department of Accounts

IS Auditing for Integrated Auditors Interviewing for Fraud Investigations eVA - The Virginia Procurement System Introductory Leave
 General Controls in a Web Based Environment **Department of Accounts** Information Risk Management FINIS CARS
 Beginner's Payroll Business Process Improvement **Training Programs** Network Security Boot Camp for Auditors Basic FAACS

Registration Form

Main Menu
DOA Utilities
Contact Us
Help
Log Off

Thank You!!
You have been successfully registered for
Wireless Security

Local intranet

Continued on next page

Main Menu – Selecting Personal Options

Personal Options

By selecting the Personal Options link from the Main Menu, students will be linked to a page that displays their personal data such as name, company address, telephone number, email address, etc. The student can also change their password by using this option. Click on the Edit button to make changes. After you have made changes, click on the Accept button to process the change. Clicking on the Cancel button will void the process and no changes will be made to your personal data.

Department of Accounts Training Programs - Personal Options - Microsoft Internet Explorer provided by Department of Accounts

File Edit View Favorites Tools Help Links

[IS Auditing for Integrated Auditors](#)
[Interviewing for Fraud Investigations](#)
[eVA - The Virginia Procurement System](#)
[Introductory Leave](#)
[General Controls in a Web Based Environment](#)
Department of Accounts
[Information Risk Management](#)
[FINDS CARS](#)
[Beginner's Payroll](#)
[Business Process Improvement](#)
Training Programs
[Network Security Boot Camp for Auditors](#)
[Basic FAACS](#)

View Personal Options

| | | |
|----------------------|--------------------------|-----------------------------|
| Edit | Student ID | 305 |
| Main Menu | Last Name | Left |
| | First Name | Verna |
| | Middle Initial | |
| | Suffix | |
| DOA Utilities | Title | Applications Programmer |
| Contact Us | Agency | 151 |
| | Unit | N/A |
| Help | Address 1 | 101 North 14th Street - J |
| | Address 2 | Second Floor |
| Log Off | City | Richmond |
| | State | VA |
| | Zip Code | 23219 |
| | Phone Number | 804-225-3069 |
| | Fax Number | 804-786-2095 |
| | Email Address | verna.left@doa.virginia.gov |
| | Email Address 2 | |
| | Supervisor Email Address | dsalkeld@doa.state.va.us |
| | Supervisor Title | Manager |
| | Password | * |
| | Hint | address name |
| | Date Password Changed | 01/12/2004 |

Done Local intranet